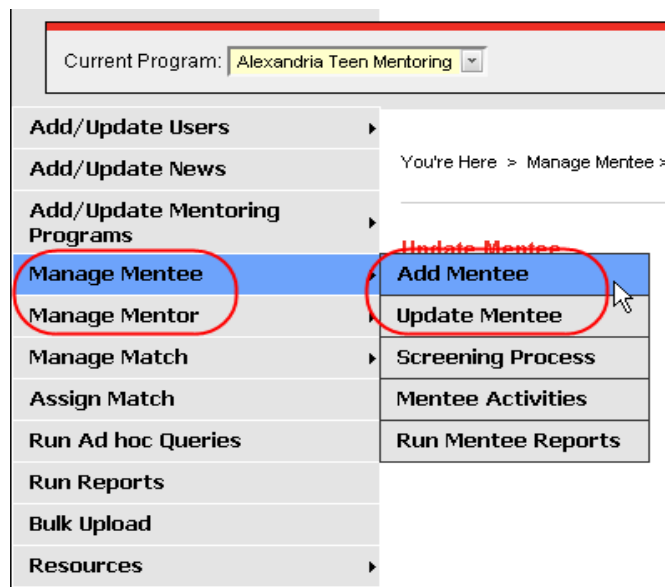


How-to Add a Mentor/Mentee to MentorPRO

1. Log-in to MentorPRO using your username and password. Make sure you select the correct mentoring program from the drop-down box!



2. Then, navigate to Manage Mentee/Mentor → Add Mentee/Mentor. To add a new person to the database, click “Add.” To update someone currently in your database, click “Update” and search for their name.



3. Once you select “Add” you will be brought to the “Contact Info” page. Pay special attention to two items. First, note the “Application Start Date.” Once you enter this date, you will not be able to change it – so take care!

Add Mentee

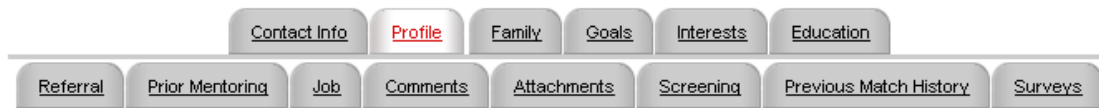
Application Started:

Month Day Year *

Second, take note of all the fields with a red asterisk (*) next to them. Those are required fields and must be completed. Fields without a red asterisk are optional but can help your program better track information about the youth you serve and volunteers.

After completing this page, click **Save and Continue** on the bottom of the page, which will bring up the “Profile” tab.

For reference, “Tabs” are the gray headings you see above the data fields.



4. In the “Profile” tab, take note of all the required fields, indicated by a red asterisk (*). The Profile tab allows you to collect and track detailed profile information about your mentors and mentees. Once you have completed this page, including all required fields and any optional fields that your programs wants to track, click **Save**.

5. The Contact Info and Profile tabs are the only required tabs for mentees. Once you have finished these two pages, mentees will appear in the match pool. The remainder of the tabs are valuable and allow you to track much more data, but they are not required.

However, mentors will not appear in the match pool until the “Screening” tab is completed, as an extra security precaution.

That's it! You have successfully entered a new person to your mentoring database. If you have any questions, contact Ben Gulker at Mentor Michigan.

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